

MEETING MINUTES

DUNCAN'S RIDGE HOA MEETING

Date: March 11, 2026

Time: 6:36 PM – 9:00 PM

Location: Angela Staller's House

IN ATTENDANCE

- Angela Staller, Board President
- Aaron Evans, Board Vice President
- Michelle Corbett, Board Treasurer
- Caleb Oosterhouse, Board Secretary
- David Jernigan, Board Member
- Rob LaRocca, Board Member
- Kandice Jackson, CAS Management
- Tabitha Mercado, CAS Management
- Amy Damone, CAS Management

APPROVAL OF MINUTES

The February 4th, 2026 meeting minutes and the updated ARC Application Form were formally acknowledged as approved via electronic vote.

MINUTES

Call to Order

Meeting called to order at 6:36 PM.

CAS Management Discussion & Expectations

- **Communication SLA:** The Board and CAS established a standard Service Level Agreement (SLA) requiring a 2 business day response time for communications. Escalation paths to CAS management were outlined if this SLA is not met.
- **Violations Process:** CAS will work to improve the violation notification process, including providing photographs with notices whenever possible. CAS will review current violations in FrontSteps and update them accordingly by March 20th. Current violations will be closely monitored to ensure proper processes and clear neighborhood communication are being utilized.
- **2026 Budget Official Confirmation:** CAS officially confirmed the 2026 budget ratification. Under NC State Law, a budget is automatically ratified unless 51% of the *entire* community votes to decline it (no quorum required). The budget passed successfully.

- **Technology & Communication:** FrontSteps will now serve as the primary method for ARC submissions, with direct email serving as the secondary alternative. CAS will implement an automation rule to ensure the Board's ARC email is automatically notified when new requests are submitted via the portal.
- **Financials:** The specific General Ledger (GL) accounting codes for the Front Entrance Project were confirmed to ensure funds pull correctly from the Replacement Fund rather than the operating budget. CAS is currently awaiting the return of unused legal funds from ASK Law.

Front Entrance Project

- The Board briefly discussed high-level next steps and phasing for the Front Entrance project. With the budget now fully confirmed and ratified, the Board will begin official project discovery and assign driving members following this meeting.

Community Feedback Review

- **Meeting Formats:** CAS confirmed the legal restriction that Annual Meetings must be held either entirely virtually or entirely in person; traditional "hybrid" meetings are not legally permitted. To accommodate all residents, the Board discussed a legal alternative: future Annual Meetings may be officially hosted virtually, but the Board may provide a physical "viewing room" location for those who wish to gather in person. Voting will be conducted digitally via a link that opens after the meeting concludes. Additionally, a physical letter will be mailed post-meeting containing the voting link, proposed new board members (including any who opt-in during the meeting), and other relevant community updates.
- **Landscaping/Yard Waste:** A resident proposal for a community yard waste pickup was discussed. CAS advised against direct HOA involvement or contracting for this service. Homeowners may independently contract external companies as needed. The Board agreed to update the Architectural Guidelines to clarify rules regarding how long landscape waste may remain on the street side.

ACTION ITEMS

- **Review & Update Violations:** Review current violations in FrontSteps, update them appropriately, and ensure the new process (photos included) is utilized.
 - **Owner:** CAS Management
 - **Due:** March 20, 2026
- **Digital Voting Quotes:** Obtain service quotes for a 3rd-party digital/virtual voting platform for future community votes.
 - **Owner:** CAS Management
 - **Due:** July 1, 2026
- **Community Kickoff Email:** Send the approved 2026 Kickoff Email to the neighborhood.
 - **Owner:** Caleb Oosterhouse - Secretary
 - **Due:** Early next week
- **Architectural Guidelines Update:** Add wording to clarify rules regarding how long landscape waste may remain on the street side.

- **Owner:** HOA Board
- **Due:** Upcoming Guidelines Review
- **David's Email Access:** Resolve login issues for the BOD Gmail account.
 - **Owner:** Caleb Oosterhouse / David Jernigan
 - **Due:** Completed (Resolved post-meeting)

MOTIONS

- **PASSED (By Majority):** Motion to approve and send the 2026 Community Kickoff Email, updated to reflect FrontSteps as the primary ARC submission method and email as secondary. The communication will be sent early next week.
 - **Motion By:** Caleb Oosterhouse
 - **Second By:** Angela Staller
- **PASSED (Unanimous):** Motion for CAS to obtain service quotes for a 3rd-party digital/virtual voting platform to streamline future community votes.
 - **Motion By:** Caleb Oosterhouse
 - **Second By:** Angela Staller

NEXT MEETING & ADJOURNMENT

- **Meeting Adjourned:** 9:00 PM
- **Next Meeting Date:** April 1, 2026

Items Pushed to Future Meetings:

- **Front Entrance Project:** Brief recurring status update and discussion at each meeting due to the size and length of the project.
- **Guidelines Update:** Status check on updating the official Architectural Guidelines for 2026.
- **Traffic & Safety:** Discussion regarding resident request for 4-way stops and painted stop bars at three community intersections.
- **Community Lot:** Post improvement and liability sign addition.